



## North Carolina Department of Health and Human Services Office of the Controller

**Michael F. Easley, Governor**  
**Dempsey Benton, Secretary**

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**Laketha M. Miller, Controller**  
**(919) 733-0169**

LOCATION:  
616 Oberlin Road  
Raleigh, NC 27605

October 25, 2007

Dear County Director of Social Services:  
Dear Child Support Enforcement Agency Director:

**Subject: DSS-1571 Early Month-End Close for December 2007**

Due to the Christmas holiday and related time constraints imposed by the month-end closing process, the DHHS Controller's Office County Administration Accounting Unit has **moved up the closing date for the month of December only**. We ask that (at the appropriate time) you prepare and submit your county's DSS-1571 report for the service month of November 2007 (reimbursed December 2007) as soon as possible. **All counties will be required to be uploaded and balanced by COB on Tuesday, December 18, 2007.** Please check the State system via NC X/PTR for the WCA450 Notification Report, this report will indicate when you may upload your files. Also check for the DHRWCA County Transmittal Balance Report, which indicate the successfully uploaded of your county's DSS-1571 report.

If you have any questions, please call the County Administration Accounting Unit (919) 733-2306 or your county's Local Business Liaison for assistance.

Sincerely,

[signed]

Laketha M. Miller

LMM:mkd

cc: Child Support Enforcement Agency Finance Officers  
IV-D Consultants  
Local Business Liaisons  
Sherry Bradsher  
Sarah Barham  
Jack Chappell  
Debbie Hawkins  
Myra K. Dixon